



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	127-15	<b>ISSUE DATE:</b>	September 2, 2015
<b>TITLE:</b>	<b>PERSONNEL AIDE 1</b>	<b>CLOSING DATE:</b>	September 16, 2015
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Human Resources 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	W14
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$34,307.14 - \$48,119.26

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under general direction of a supervisory official in the personnel office of a state department, institution, or agency, performs paraprofessional technical duties in connection with and support of one or more various general personnel program areas requiring the independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures to varying situations; may function as a lead worker in a large unit or as the supervisor in a small unit; does related work as required

### REQUIREMENTS

**EXPERIENCE:** Three (3) years of experience in clerical, technical/personnel work involving the application of procedural rules, regulations, policies, and procedures.

**NOTE:** Thirty (30) semester hour credits from an accredited college or university may be substituted for each year of the indicated experience up to two (2) years.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 2 Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625**